

MENTORING SESSION #49

Name of Protégé _____
Name of Mentor _____
Date of Session _____

“There are incalculable resources in the human spirit, once it has been set free.”

Hubert H. Humphrey

PROFESSIONAL:

Core area of focus: Resource Management

Subject: Funding Sources for Chaplain Ministry

Bring to the session: - Non-Appropriated Fund Budget

- AFI 65-601 Volume 1, Section 4M, Chapel and Chaplain Programs.

- AFI 52-103, Chaplain Service Resourcing (Check AFPUBS for release)

1) Identify the training and experience the chaplain has had in accounting, bookkeeping, budget planning and/or serving as a faith group budget advisor, formally known as fund custodian.

2) Review AFI 52-103, Chaplain Service Resourcing instructions pertaining to the non-appropriated fund.

a. Discuss the responsibilities of the accounting technician, wing chaplain, NCOIC, lay project officers, and the faith group advisor.

b. Discuss the auditing process of the fund.

3) Review and discuss the non-appropriated fund budget.

a. Review local operating instructions pertaining to these funds.

b. Explain the source of these funds (e.g. offerings and donations).

c. Discuss the reviewing process of the fund. Explain the various reports (e.g. balance sheets, property inventory, and profit and loss statement).

PERSONAL:

What steps have you taken to plan for your financial security?

NEXT SESSION DATE and TIME: